



OFFICE OF CHIEF INFORMATION OFFICER CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	OFFICE OF CHIEF INFORMATION OFFICER	RELEASE DATE:	Thursday, December 10, 2009
POSITION TITLE:	Deputy Director, Statewide Telecommunications and Network Division	FINAL FILING DATE:	Monday, December 28, 2009
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$ 9,476.00 / Month	BULLETIN ID:	12102009_7

POSITION DESCRIPTION

Under the general direction of the Office of Technology Services (OTech) Chief Deputy Director, the Deputy Director directs the activities of the Statewide Telecommunications Network Division (STND). The Office of Technology Services (OTech) has statutory authority to oversee and direct business telecommunications programs on a statewide basis for the State, and that responsibility resides in this Division.

The STND Deputy Director provides statewide business telecommunications leadership and develops the strategic mission and vision for the Division. Independently plans, designs, oversees and directs the management of telecommunications programs, projects and assignments and exercises discretion on how to achieve end results that are in the best interests of the State; effectively serves State and local government customers for telecommunications and network services. Directs and manages a large professional staff involved with carrying out the duties of the Division, including the formulation of goals, programs, policies, and methods of operation in program, financial and personnel matters. Work is performed in accordance with the State Legislature and the Governor's technology strategy, vision, goals, objectives, and policies; the California Contract Code: Government Code 11541; the State Administrative Manual (SAM) Chapters 1200, 4600, 4800, and 5200; the State Telecommunications Management Manual (STMM), STND Office Policies, and other related law and policy.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with

substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

The following experience factors will be considered in competitively evaluating each candidate:

1. Well developed interpersonal skills and the ability to communicate effectively, both verbally and in writing.
2. Experience in obtaining buy-in and providing leadership to a large group of multi-disciplinary team members that do not report directly to the incumbent.
3. Knowledge of the structure, organization and function of a variety of technology disciplines, as well as local, State and Federal initiatives and programs.
4. Ability to anticipate and manage complex issues affecting many organizations, including the ability to develop policy and integrate all aspects of a strategy to assure resolution of issues.
5. Proven track record of gaining the confidence and trust of individuals in key positions in the Office's customer base.
6. Ability to evaluate products from multiple perspectives (customers, stakeholders, vendors, best practices) in order to develop standards for products approvals.
7. Ability to develop/obtain consensus on policy direction that will ensure continuation of the development portion of projects and help ensure successful completion.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Statewide Telecommunications and Network Division**, with the **OFFICE OF CHIEF INFORMATION OFFICER**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

This examination will consist of a review of the candidates' application and Statement of Qualifications by an executive screening committee, using predetermined evaluation criteria. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. In order to be successful in this examination a minimum rating of 70 percent must be attained.

FILING INSTRUCTIONS

Please see the official Examination Bulletin at: www.dts.ca.gov

Candidates who do not follow the filing instructions will be disqualified from the examination.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and not to exceed one page.
- Resumes do not take the place of the Statement of Qualifications.
- The Statement of Qualifications must include a brief description of one or two key accomplishments in the past 12 months.

Applications must be submitted by the final filing date to:

OFFICE OF CHIEF INFORMATION OFFICER , Selection Services and Training Unit
P.O. Box 1810, Cannery MS: Y8, Rancho Cordova, CA 95741-1810
Tammy Ervin | (916) 739-7515 | Tammy.Ervin@state.ca.gov

ADDITIONAL INFORMATION

- Creativity and Innovation – Apply new ways of thinking, ability to solve problems, create new ideas, and develop new approaches to optimize the organization and management of IT programs.
- Teamwork – Cooperate to achieve the OCIO mission, goals and values, and encourage a diversity of opinions. Ability to facilitate cross-agency collaboration activities.
- Communication – Ability to interact and communicate effectively with executive management at the State level, as well as various private and public organizations. Ability to interact in a diplomatic, tactful and effective manner with all levels of staff. Ability to negotiate win-win solutions in difficult and challenging situations.

In addition to the standard Required Knowledge and Abilities for the CEA level, the following more specific knowledge is needed:

Required Knowledge

Knowledge of current technology, including the business needs of stakeholders and their organization, political, administrative and fiscal environments to understand potential impacts of issues and parameters of solutions. Best practices in IT projects and support services and knowledge of typical risk areas in project life cycle to bring quality approaches to the most vulnerable project tasks.

Comprehensive understanding of state administrative policies, strategic and operations planning, and best management practices.

Knowledge of project and state contract management practices.

Knowledge of state budget processes.

Knowledge of state and federal control agency requirements for project approval and oversight.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The OFFICE OF CHIEF INFORMATION OFFICER reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>